

Project Progress Report

Project Name: **Grants, Contracts, and Loans Management System**

Reporting Period:	From:	September 1, 2008	To:	September 30, 2008
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Audience: Sadie Rodriguez-Hawkins, Jan Marie Ferrell, Polly Zehm, Allen Schmidt, Lynne McGuire, DIS, and ISB

Schedule Status: ☐ **GREEN** ☒ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☐ **GREEN** ☒ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

- Finalized the definition for Agreement ID
- Received interim deliverable functionality for Provider Registration, Fund Pool, Evaluation and Scoring, and Agreements
- Created test cases and tested functionality for Provider Registration and Fund Pool
- Completed the Privacy Information Assessment and the Threat and Risk Assessment with respect to the service bus
- Completed the configuration of the service bus development environments
- Finalized the service bus interface design template
- Completed orchestration development for GeoCoding, Address Correction, and GeoProcessing
- Complete the 903-consultation on the loans module and statewide rollout decision package
- Resolved performance issues with Ecology's GeoProcessing and DIS's OrthoImagery

Objectives for the next reporting period

- Finalize standard message format for financial transactions
- Receive interim deliverables:
 - Payment Requests
 - Disbursements
 - Progress Reports
 - Applications
 - Administration

- Testing (develop and execute test cases)
 - Evaluation and Scoring
 - Agreements
 - Payment Requests
 - Disbursements
 - Progress Reports
 - Applications

Schedule

Major Milestones and Deliverables for September

- Completed the data migration back-end design, Threat and Risk Assessment, and Privacy Information Assessment

Planned Major Milestones and Deliverables

Orig. Chg.

- Pilot
 - Configure System 11/3
 - System Testing 11/21 12/12
 - Test Scripts
 - Testing Framework
 - Completed System Test
 - **User Acceptance Testing** 12/18 1/9
 - **Re-baseline – Go/No-Go** 12/17 1/19
- **ECY – CTED first program implementation** 1/12 1/26
- Rollout to remaining programs 6/24
- Post implementation review 7/2

Budget

IT Project Pool:	5,463,810
Project-to-date (7/07 to 9/08)	
<i>* Expense transactions recorded as of October 03</i>	
Salaries/Benefits	589,184
Internal Administrative	248,900
Software Package	690,000
External QA	48,790
External Testing	90,033
Equipment	91,357
Travel	1,938
Goods & Services:	3,693
Total Expense:	1,763,895
Project Balance:	3,699,915

Issues

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Risks

Newly discovered or re-arisen, including Risk Severity Indicator

Risk:

#19460: Interim deliverable #1 & #2 not meeting OFM expectations

Mitigation:

Expectations as to the method used for interim testing of the system will have to be adjusted by Critical Logic.

In an effort to assess project progress, system accuracy, and usefulness (management of outcome/system functionality) at regular intervals throughout the project, Critical Logic has agreed and is prepared to use the interim deliverables as much as possible to prepare test materials. Critical Logic will work as quickly as feasible with each interim deliverable to complete test materials and test the requirements planned to be completed within that deliverable.

Sierra has delivered to OFM a document titled “Process for GCLM Interim Deliverables” that defines the interim deliverable process. The document is located within the project SharePoint site at:

http://sharepoint.dis.wa.gov/ofm/systems/agreement_mgmt/Design_and_Development/

Sierra will (at no additional charge to OFM) engage Peggy Fraser, who is located at the OGMA office, to configure as many of the data elements as possible. To support this effort, OFM will provide information regarding the data for various textual and list data fields.

To support OFM's efforts, OGMA will produce a "roadmap" to the configuration assisting Sierra and OFM in the process of configuring users, user roles, security, system administrator roles, lists, etc.

Sierra and OFM project managers have agreed that it is in the best interest of the project to incorporate transfer of knowledge into ongoing project tasks as on-the-job training. The project managers concur that an ongoing focus and hands on experience is now the most efficient, effective method for staff to learn the configured system.